

CITY OF CABOT, ARKANSAS

SIGN VARIANCE GUIDELINES AND PROCEDURES

GUIDELINES FOR DECISION MAKING BY THE BOARD OF ADJUSTMENTS

1. The Board of Adjustments may grant a variance for a sign where the literal application of this code would create a particular hardship.
2. In granting a variance, the Board of Adjustments may attach additional requirements necessary to carry out the purpose of this Ordinance in the public interest.

PROCEDURE

1. Notify the Public Works Department of your intent to seek a sign variance.
2. The Petitioner must pay a filing fee of \$100.
3. The Application for Sign Variance must be submitted **no less than fifteen (15) days** prior to the meeting.
4. The Application must include the actual sign application and a diagram showing the location and what variance is being sought.
5. The petitioner must prove the hardship caused the sign user under the literal interpretation of the code is due to conditions unique to that property and does not apply generally to the City.
6. The petitioner must prove the granting of the variance would not be contrary to the general objections of the code and the land use plan.
7. A notice of public hearing must appear in a newspaper of local circulation, **no fewer than 7 days** prior to the date of the Board of Adjustments meeting.
8. The petitioner must post a public hearing sign plainly visible and readable from an abutting public road **no less than seven 7 days** prior to the Board of Adjustments meeting.
9. At the date and time of the Board of Adjustments meeting, all parties in favor and in opposition of the variance request will be given an opportunity to provide input for the Board's consideration. It is imperative that the applicant has someone at the public hearing to answer any questions that the Board or public may have regarding the variance request.
10. Following the formal public hearing, the Board of Adjustments will consider the variance request and take whatever actions the Board deems appropriate. In granting a variance, the Board may attach additional requirements necessary to carry out the spirit and purpose of this Ordinance in the public interest.

It should be noted that this is not an exhaustive guideline regarding a sign variance and applications for sign variance.

Checklist of Items for Sign Variance

- ❑ **Application for Sign Variance** – Filed with the Public Works Department **no less than 15 days** prior to the City Council meeting.
- ❑ **Statement and Diagram Showing the Location and what Variance is being Sought** – Filed with the Public Works Department no less than 15 days to the Board of Adjustments meeting.
- ❑ **Filing fee of \$100** – Paid at the Public Works Department when application is filed.
- ❑ **Sign** – The sign must be posted no later than 7 days prior to the Board of Adjustments meeting.
- ❑ **Proof of Publication** – The ad must appear at least once no later than 10 days prior to the Board of Adjustments meeting.
- ❑ **It is imperative that the applicant or a representative be present at the Board or Adjustments answer any questions that the Board or public may have regarding the variance.**

**City of Cabot
Sign Variance Application
City of Cabot, AR.**

Date _____

Applicant's name _____

Address _____

Phone _____

Sign Information:

Location of requested sign variance (address and legal description)

Reason variance requested _____

Justification for variance _____

Type of sign _____

Sign dimensions _____

Sign height _____

Setback of sign from property line _____

Zoning classification _____

Applicant's signature _____

****Attach a sign permit application form****